



FINAL REPORT INSTRUCTIONS

Final Grant Report Fiscal Year 2007

INTRODUCTION

In response to Act No. 345, Public Acts of 2006, Michigan Council for Arts and Cultural Affairs is gathering information about Fiscal Year 2007 funded activities. Among the requirements of the Bill are: 1) grantee reporting of revenues and expenditures, numbers of employees, new hires for funded projects, and individuals and youth benefiting; and 2) Council reporting to the Legislature of organizations failing to meet grant matching requirements.

The **Grant Agreement for Arts Services** with MCACA requires reporting of grant activities. Review your agreement for specific grant reporting requirements. The grant report is used by the Council for grant agreement monitoring, project evaluation and research. Final grant payment will not be processed until the required grant report is officially received and approved. The content of the grant report should reflect all programmatic and financial activities of the funded project, from beginning to end, in accordance with your grant agreement.

Please type, sign and return the report by the due date as stipulated in your grant agreement.

If the report is not completed and submitted by the due date, you will be asked to return funds. Also, until the report is received, future awards by the Michigan Council for Arts and Cultural Affairs will not be processed. If you have questions, please contact Council staff at 517/241-4011.

INSTRUCTIONS

SECTION 1 ORGANIZATION INFORMATION

Organization Name and Address

Enter the legal name, address, telephone number and office hours of the grant recipient organization. Do not use abbreviations unless part of the official name. Correspondence and grant payment will be sent to this address.

Authorizing Official

Enter the name and title of the person who is authorized to sign official documents and/or contracts. This person cannot be the Project Director.

Board Chairperson

Enter the name and title of the individual who bears ultimate authority and responsibility for the grant recipient organization. This individual and the Authorizing Official may be the same.

Project Director

Enter the name and telephone number of the person to whom questions concerning this project and report should be addressed. This person cannot be the Authorizing Official.

SECTION 2 CONTRACT STATUS

Check the box which describes the current status of contract implementation. Explain *substantive* contract or project implementation changes in Section 4 of this form.

If you are checking numbers 2, 4, 5, or 6, contact Council staff immediately at 517.241.4011, prior to submission of the Grant Report.

SECTION 3 SUMMARY INFORMATION

The information provided in Section 3 will be reported to the public, in compliance with existing legislation and MCACA's research and communication plans. The information should represent actual data for the reported grant period.

SECTION 3a FINANCIAL SUMMARY

Complete Section 7 Financial Statement before completing this section.

SECTION 3b PARTICIPATION SUMMARY

Michigan Artists Participating

Enter the number of artists from Michigan involved in the project as providers of art, artistic or cultural services.

Enter the total amount paid to Michigan artists participating.

Artists Participating

Enter the total number of artists involved in the project as providers of art or cultural services (this total number should include Michigan artists).

Enter the total amount paid to artists participating.

Individuals Benefiting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefiting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefiting

Enter the actual number of children and youth (including students, participants and audience members) benefiting from the project. (This figure should reflect a portion of the total reported in Individuals Benefiting.

New Hires and Employees

Enter the number of grant related individuals hired and employed by your organization during the reported grant period.

SECTION 4 GRANT AGREEMENT/PROJECT

IMPLEMENTATION CHANGES

Explain substantive grant agreement or project implementation changes.

SECTION 5 NARRATIVE SUMMARY AND OUTCOMES

Provide a narrative summary of the project and its outcome, including all of the following:

- (a) How the project supported achieving the Council's intended goals and outcomes for the program.
- (b) How the project met the quantifiable measures of success in meeting the goals and outcomes.

This year the Legislature has asked the Michigan Council for Arts and Cultural Affairs to "... *submit an annual report to the appropriations subcommittees, the state budget office, and fiscal agencies on the success in meeting program goals and outcomes....*"

Given this, we would like to remind you that the Council has goals published in each of our program guidelines. As part of

our new reporting requirements, we need our clients to address, where applicable, some of these goals in their final reports. The Council goals to address are:

- 1) to provide broad public access to arts and cultural activities
- 2) to support arts and culture as a catalyst for community revitalization and economic development
- 3) to strengthen arts education
- 4) to support those who create, present or produce quality arts and cultural projects
- 5) to facilitate the delivery of arts and cultural resources statewide

Specifically, we need know:

- 1) The demographic make-up of your audience, and including outreach into underserved communities or schools, etc.
- 2) Economic impact data that you have collected including any efforts as part of wider community revitalization efforts.
- 3) You already provide individuals benefiting, in section 3 (b). If you have additional numbers or other details concerning your arts education efforts please provide them.
- 4) You already provide numbers of artists participating, in section 3 (b). If you have additional numbers or other details concerning artists participating please provide them.
- 5) You already provided the projects primary county(ies) on your application and the Grantee Information Form (GIF). If this information has changed, please provide updated information.

SECTION 6 ADVOCACY AND PROMOTION

SECTION 6A LEGISLATIVE CONTACT

List the names of members of the Michigan State Legislature and United States Congress contacted regarding the project.

SECTION 6b PROMOTION

Describe the success of project related promotion and marketing. Include media coverage. Attach examples of credit given to the MCACA in materials such as flyers, programs, brochures, tapes, ads, news releases, etc. Attach clear, black and white photographs suitable for publication; identify the activity by project title, control number, date, subject, individuals and photographer on the back of each photograph.

SECTION 7 FINANCIAL STATEMENT

After completing the form, transfer appropriate information to *Section 3a Financial Summary*.

The financial statement must include all revenue and expenses for your funded project. Round all numbers to whole dollars.

The statement must be typed and complete. Enter the amount of your grant you have received on line 16a. Enter the amount of the grant due on line 16b. Every statement number entered must be thoroughly explained in an itemization. ***The Financial Statement Itemization, an attachment, must follow the same format as the Statement.*** Include all sub-total and totals. Refer to definitions for explanations of terms.

SECTION 7a REVENUE

Include all earned and unearned revenue for the project. Provide an explanation of revenue sources in the itemization. Copy in-kind expenses total from line 33 to line 18.

SECTION 7b EXPENSES

Include all expenses for the project. List cash expenses under the cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the detailed itemization. Generally, Council funds cannot be used for capital expenses, unless specified in the grant program through which you received funding. Therefore, revenue to cover these expense items should be clearly identified and completely explained.

DEFINITIONS----Final Report

Activity

Refers to the specific project or range of operations funded by MCACA.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated to this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

DEFINITIONS----Final Report (continued)

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Other Expenses.”

Non-employee Artistic Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State Support Not From Council

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Department of Education, MSHDA, DNR, MDOT etc.*

*NOTE*** MCACA Minigrants and Touring grants cannot be included in this activity..*

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see “Other Expenses.”